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30 JUL 1963

MEMORANDUM FOR : ✓ Executive Director  
 Deputy Director (Intelligence)  
 Deputy Director (Plans)  
 Deputy Director (Research)  
 Comptroller  
 General Counsel  
 Inspector General

SUBJECT : Payment for Language Instruction

1. To the maximum extent possible foreign language instruction within the Agency should be provided during duty hours through regularly scheduled classes conducted by the Office of Training. It is recognized, however, that there are valid reasons in particular offices when specialized instructional services are preferred, i. e., through individual tutorial arrangements, or through classes before or after duty hours conducted as part of the Voluntary Language Training Program.

2. Because of budgetary limitation, it has become necessary to modify the specialized language instruction services hitherto provided. All tutorial instruction and all Voluntary Language courses initiated after termination of the present semester will continue to be provided by the [redacted] Office of Training, only after satisfactory budgetary arrangements have been made for reimbursement to OTR. Instructional costs (at tutorial per hour rate or VLTP instructor overtime) will be borne by the office or component or organizational element which furnishes the students.


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DDS

CONFIDENTIAL

Executive Registry  
 Date: 10/10/63  
 Signature: [redacted]

3. The Office of Training will continue to be responsible for budgeting for regularly scheduled duty-hours language classes.

  
L. K. WHITE  
Deputy Director  
(Support)

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Distribution:

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1 - R/TR